



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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October 15, 2014

Subject: Letter of Clarification No.1
Disposable Paper Products for Various Departments

Reference: Invitation to Bid (ITB) No.: S21-S25200

To All Prospective Bidders:

This Letter of Clarification is issued for the following reason:

- To revise the above referenced solicitation as follows:

At the e-bid website, Groups I & II have been **updated** with manufacturer references and Group III has been **added** for pallet fee scheduled pricing.

- Due to the aforementioned change(s) to the e-bidding items you may need to edit your bid. To do so, please select the "Bid Number" and proceed accordingly.

This Letter of Clarification will be considered part of the solicitation referenced above. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s).

Furthermore, it is the responsibility of each BIDDER to obtain any previous Letter(s) of Clarification associated with this solicitation.

Laura A. Guthrie
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